



## Accommodation Application Form Academic year 2011/12

You can apply online via  
[www.mdx.ac.uk/accommodation](http://www.mdx.ac.uk/accommodation) This is the  
quickest and easiest way to make an application

Or you can complete this printed application form  
Please read the guidance notes included and  
complete this form in **BLOCK CAPITALS**.

Only original forms will be accepted – faxed forms  
will not be processed.

If you have any questions about Middlesex  
University accommodation, please email:

[accomm@mdx.ac.uk](mailto:accomm@mdx.ac.uk)

*The information you provide will be held on  
computer and may be shared with our private  
sector partners and other university departments  
only.*

# Halls accommodation application form 2011/12

<b>PERSONAL DETAILS</b>	
Regional Office No:	
Middlesex Student Number:	
<i>You must complete one of the above. It will delay your application for accommodation if you don't</i>	
Family/last name .....	First/given name .....
Title Mr Mrs Miss Ms Other .....	Date of birth ...../...../.....
Age at 30/09/2011 .....	yrs Country of birth ..... Nationality .....

<b>CONTACT ADDRESS</b>	<b>COURSE DETAILS</b>
Postcode:	Course title:
Tel No	Award UG PG FD
Mobile	Study Abroad/Exchange programme: If so, name of home institution:
Email	Year of course:
	Base study campus:
	Other study campuses:

<b>ACCOMMODATION REQUESTS</b>	<b>CONTRACT REQUIRED:</b>
Please state three halls in order of preference.	<b>September</b> September – June (S)
i)	September – August
ii)	
iii)	<b>January</b> January – June (J)
	January – August,
We cannot guarantee that we can comply with your request.	

<b>ADDITIONAL INFORMATION</b>	Would you prefer to live in a smoking flat? Yes/No
Do you consider yourself to have a disability that will affect your accommodation requirements? Yes/no Please see guidance notes (below)	Do you prefer a single sex flat? Yes/No

<b>DEPOSIT DETAILS</b>	Valid from date (if shown) Expiry date / Security code: Issue number (if shown)
Enclosed bankers draft (We can only accept drafts in sterling drawn on a UK bank account, made payable to Middlesex University. Please write your name and student number on the back of the draft.)	Name of cardholder: Cardholder's signature:
I have paid £200 at the following regional office:	Postcode of cardholder .....
Credit/debit cards: I authorise Middlesex University to deduct £200 from:	House number (if applicable) .....
Card type:	We do not accept American Express or Diners Club cards.

<b>DECLARATION</b>
I declare that the information provided is correct and that I have read and understood the guidance notes.
Signature:
Date:

## Guidance notes

### PERSONAL DETAILS

Regional office number: if you are applying through a regional office please enter your reference number as supplied from the regional office.

Middlesex student number: enter the number given to you in your offer letter from the University Admissions Office.

Name: please enter the exact family and first name you used on your Middlesex admissions form or UCAS form.

Date of birth: day/month/year (eg 31/01/1981).

Country of birth: state your country of birth.

Nationality: state your nationality (as given on your passport, if you have one).

### CONTACT ADDRESS

For UK addresses please include your postcode in the box provided. For applicants with overseas addresses, where a code forms part of the address, please enter the code in the main body of the address, which must also include the name of the country. Please supply a mobile number with country code and email address, if you have one, to assist us in making contact. Please ensure your email address is both legible and current as this will be our primary means of contact when making your hall offer. It is your responsibility to check your email account regularly and it is advisable to check your junk/bulk mail folders.

### COURSE DETAILS

Course title: Insert programme name (include UCAS code where applicable).

Award: please indicate if you are on a Undergraduate (UG), Postgraduate (PG), Foundation course (FD).. If you are studying as part of an exchange or study abroad programme please indicate this. Also, please give the name of your overseas home institution.

Base study campus: enter the campus where your classes will be held. Those students studying at more than one campus should indicate where the bulk of their classes will be held as 'main study campus' and where the remainder are as 'other campuses' (if known). It is important you inform the MDX Accommodation Team of any changes in these details as this will have an impact on which hall you are offered.

### ADDITIONAL INFORMATION

If you have physical/medical needs which you believe should be taken into account please

contact the disability adviser by email: [disability@mdx.ac.uk](mailto:disability@mdx.ac.uk) to discuss your requirements.

### ACCOMMODATION REQUESTS

Please give three preferences for hall accommodation: hall descriptions are shown on our website [www.mdx.ac.uk/accommodation](http://www.mdx.ac.uk/accommodation). Where the offer of a hall place is made, Middlesex Accommodation Team will endeavour to offer a room taking account of your preferences. If we are unable to do this we will try to offer you an alternative hall room. Please consider any alternative offer carefully before accepting or declining. Students can only choose halls of residence associated with their base campus as options across campuses are usually not accepted.

### CONTRACT REQUIRED

Please indicate the length of contract you require. If you fail to select one of the listed contracts you will be issued: a standard contract (S) for September start, or a (J) contract for January start. Your contract for accommodation is a binding agreement. Please read the terms and conditions carefully, which will be sent to you when we are able to offer you a place in halls.

### DEPOSIT DETAILS

Deposit: please indicate your chosen method of paying your deposit. If you've paid at a regional office please indicate which one. The amount of £200 may vary at your regional office. We only accept bankers drafts in pounds sterling drawn on a UK bank account (please write your name and your student number on the back of the draft) or credit/debit card details.

WE CANNOT ACCEPT CASH, PERSONAL CHEQUES, AMERICAN EXPRESS OR DINERS CLUB

Continues overleaf

## Guidance notes

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<p>Your application will not be processed until your deposit details are supplied.          Card number: this is the 16-digit number across the centre of the card. Switch cards may have additional digits.          Security code: this can be found on the reverse of the card above the signature section. Please write the last three digits of this code. Card holder's postcode and house number should be the same as the address to which the credit card statement is sent – this is required for security purposes.</p>	<p>NOTE: if you are made a hall offer you should be certain that you want the room before accepting. If you change your mind at a later date you will not receive a refund of your deposit.</p> <p><b>Important – please note:</b> this halls application form should only be completed and signed by the student applying for accommodation. It should not be completed by anyone else – parents, regional office staff or Middlesex international agents – as it is expected that these guidance notes have been read and understood by the applicant.</p>
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<b>Rents 20011/2012</b>	
<b>Hall</b>	<b>Weekly Rate</b>
Usher Hall	£119.70
Platt Hall	£109.20
Writtle House	£104.02
Ivy Hall (standard)	£104.02
Ivy Hall (ensuite)	£113.19
Trent Park (standard)	£93.52
Trent Park (ensuite)	£105.21
Please note that rent is paid in advance and the payment periods are clearly laid out in all hall offers. The weekly rates are shown here for your budgeting purposes only.	